



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**ADMINISTRATIVE LAW JUDGE II, DOI  
ADMINISTRATIVE HEARING BUREAU**

**\$8,223-\$10,247  
SAN FRANCISCO**

**RESPONSIBILITIES:**

The Administrative Law Judge supervises the operation of the Administrative Hearing Bureau; presides over quasi-judicial hearings involving the interpretation and application of provisions of the Insurance Code, Administrative Procedure Act and other applicable statutes and regulations; renders proposed decisions; directs and trains staff; establishes and supervises the master hearing calendar; and accomplishes other assignments as required.

**DESIRABLE QUALIFICATIONS:**

- Ability to effectively communicate with all levels of staff, and external business clientele;
- Ability to be proactive and flexible;
- Ability to be self-motivated in planning, organizing and establishing project plans;
- Ability to build team consensus, provide leadership, and implement strategic vision;
- Strong writing skills.

**STATEMENT OF QUALIFICATIONS:**

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

**WHO MAY APPLY:**

Applications will be accepted from current State employees at the Administrative Law Judge II, Department of Insurance level, those with transfer eligibility, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed.

01/08/16 JS

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Jimmy Saechao, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE “Administrative Law Judge II, PSN # 413-214 -6136-001” ON THE STATE APPLICATION.** For additional information, please call Jimmy Saechao at (916) 492-3300.

**FINAL FILING DATE:**      **Until Filled**

**NOTE:**      **Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant’s name may be removed from the eligibility list.**

**If you are applying for more than one recruitment, a separate State Application (STD: 678) is required for each recruitment for which you would like to be considered.**

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